

# AP EXAM Registration & Payment INFORMATION

ALL REGISTRATION & PAYMENT WILL BE ONLINE  
Please go to: <https://user.totalregistration.net/AP/053520>  
Also available on the Front page of the North High Website  
Registration will be OPEN on Friday, 02/15/19 @ 5 PM.  
Registration will CLOSE on Friday, 02/24/19 @ 11 PM.

## STEPS TO REGISTER AND PAY FOR EXAMS: 1 week to register PLUS 3 extra days to pay (due 02/27) via Total Registration.

1. Go online to <https://user.totalregistration.net/AP/053520> and register for every AP test you will be taking.
2. Pay online by credit/debit card or mail a check/money order.
  - If paying by check/money order, make it out to **Total Registration, LLC**. Write one check/money order for ALL exam fees at once. (ex: 3 tests = \$300)
  - Make sure to include these items on the memo line:
    - students name
    - student's reference number (given during registration)
  - Print out a Total Registration receipt (confirmation page) and submit to Mrs. Burris (W6).
  - Keep one copy of your receipt for your own records.

Default Login:  
Username= Student ID #  
(all 8 digits- Ex. ID#555111 would be 55511100 and  
1005555 would be 1005550- add one or two zeros  
after ID# to make it 8 digits)

If you have any questions or need help registering, see Mrs. Burris in W6 or email her @ [burris.rachel@tusd.org](mailto:burris.rachel@tusd.org). (Saxon Time sessions to register will also be available on February 19th and 21st.)

## AP Teachers 2018-2019

Welcome to February, the month of **AP registration and payments!** Change Alert: We are no longer accepting checks or cash in ASB! Instead, we are using *Total Registration* to process registration AND payments. Students can pay online via credit or debit card, or through the mail by sending a check/money order (made out to *Total Registration*). IF for some reason, you have a student who cannot pay by card or check/money order, please send them to me ASAP so we can work something out with the Business Office.

So, please post and discuss the attached flyer in all of your AP classes. Encourage students to take a photo, and share it with friends who are not in the AP class but may want to take an AP exam (ex: native speakers). Even better, please set aside some time in class to help them register. With only a week-long window to register, we need to push HARD to get every student signed up and paid on time before we order exams from College Board.

Lastly, please have another conversation about the free and reduced lunch program, which entitles students to a \$5 exam fee (general exam fee is \$100 per exam, not per student). Some students may qualify but have not applied or reapplied (they need to reapply each year) for the program, and this process may not be finished in time for exam registration. Literature for the free and reduced program can be found in the cafeteria and the counseling office. Students and parents can also fill out the application online (<https://www.tusd.org/nutrition-services>) or stop by the district Nutrition Services Office. Otherwise, students are expected to pay the full amount for each exam they will take.

Thank you for helping your students register and pay for their exams! Email me at [burris.rachel@tusd.org](mailto:burris.rachel@tusd.org) or call me (ext. 7286) if you have any questions, comments, or concerns.

Thank you,

**Rachel Burris, AP Coordinator**  
**Portia Rivera, Assistant Principal**

## AP Students 2018-2019

I hope your year is going great! I know it's only February but we **need** to start thinking about the AP exams in May, since I need to place the exam order in March.

You recently received a *2018-19 Bulletin for AP Students & Parents* from your AP teacher. (If you still need a copy, please stop by W6 to pick one up ASAP.)

1. Please **read every single word**. Seriously. Ask your parents to do the same.
2. On the back cover, take note of the date and time of each exam you will be taking.
3. Be prepared to pay for each exam you will be taking. Ask Mrs. Burris or your AP teacher how to apply for the TUSD free and reduced lunch program, which entitles you to a reduced exam fee. **Otherwise, your cost per exam is \$100.**
4. Register and pay for each exam through Total Registration\* (Feb. 15-Feb. 24) by:
  - a. paying online with a credit/debit card, or
  - b. paying by mail with a check or money order (made out to "Total Registration, LLC")
5. Print 2 copies of your confirmation page- one for yourself, and one to be turned in to Mrs. Burris IF you paid by check. If you paid online, don't worry about it. I can check the website and save us all some paper.

\*Registration Link: <https://user.totalregistration.net/AP/53520>

Lastly, please come and talk to me in W6 if you have any questions about this process. It can be confusing and I am here to help. All questions are good questions!

**Mrs. Burris, AP Coordinator**

[burris.rachel@tusd.org](mailto:burris.rachel@tusd.org)

**Room W6**